


King County

Department of Development
and Environmental Services

900 Oakesdale Avenue Southwest
Renton, WA 98057-5212

206-296-6600 TTY 206-296-7217

PRE-APPLICATION MEETING – SHORT SUBDIVISION: FEES, SCHEDULING, INFORMATION AND REQUEST FORM

For alternate formats, call 206-296-6600.

The pre-application meeting process for a short subdivision (often called a “short plat”) application involves 3 steps. These steps are described below.

Step 1 – Informational Meeting

After meeting with a Land Use Coordinator at the DDES Permit Service Center to get basic information about a parcel of property, if an individual is considering filing a short plat application, *Step 1* will be attending an *Informational Meeting* which includes a PowerPoint presentation. At the meeting, individuals will receive a basic overview of the short plat process, i.e., the phases of review, the average cost for each phase, application submittal requirements, timeframes, etc. Attending this meeting is a prerequisite to proceeding to *Step 2* of the pre-application process, and is required for all short plat applicants and their agents. Applicants should contact Ms. Marci Gunnell (206-296-7059) to schedule an *Informational Meeting*. There is no charge for Step 1.

Step 2 – Pre-Application/Feasibility Meeting

At this meeting, the short plat process will be discussed in more detail, as well as site specific issues. To schedule this meeting, applicants will be required to submit 6 copies of the following documents, and a monetary deposit of \$383:

- A Short plat pre-application meeting request form (see page 5 attached)
- A list of issues and/or questions
- A site plan of the proposed short plat which is drawn to scale (e.g., 1” = 50’) and includes the following:
 - The proposed layout of building lots, special purpose tracts, and proposed public road right-of-way or private road easements/tracts
 - Existing public road right-of-way and private road easements, tracts or driveways which adjoin the property
 - The approximate location of existing buildings on the site
 - The approximate location of Critical Areas on or adjacent to the site, if known (e.g., wetlands, streams, rivers, ponds, lakes, or steep slopes)
 - North arrow and the scale of the drawing.

The application package described above for the *Pre-Application/Feasibility Meeting* must be submitted in person. Please contact Ms. Marci Gunnell (206-296-7059) to make your submittal.

Please note that both the applicant and the applicant’s professional representative (e.g., civil engineer or land surveyor) must attend the *Pre-Application/Feasibility Meeting*. County staff will provide detailed written comments on the short plat proposal at the meeting. Attendance at this meeting is required prior to proceeding to *Step 3* described below, and the filing of a short plat application. **Review fees will be charged for this meeting.**

Step 3 – Application Review Meeting

The primary purpose of this meeting is to review the actual short plat application documents prior to application submittal in order to determine if the documents meet King County Code requirements. The submittal requirements are identified below, and can also be found in King County Code 20.20.040 and 19A.08.150. To schedule an Application Review Meeting, all application documents listed below must be submitted with the meeting request. All of these forms are available from DDES (refer to DDES forms online at www.kingcounty.gov/permits) except where otherwise noted.

1. Application forms. *1 copy*
 2. Certification of Applicant Status form, and when appropriate, Transfer of Applicant Status Form. *1 copy*
 3. Certificate of Sewer Availability to be completed by the utility district which will provide sewer service to the short plat, OR, if the short plat will be served by on-site septic systems, Certification of Preliminary Health Department Approval from the Seattle-King County Department of Public Health.** *1 copy*
 4. Certificate of Water Availability to be completed by the utility district which will provide water service to the short plat, OR, if the short plat will be served by individual on-site wells or a community well system, Certification of Preliminary Health Department Approval from the Seattle-King County Department of Public Health.** *1 copy*
- **Note:** If the lots in a proposed short plat will be served by on-site septic systems and/or wells, an applicant must secure a *Critical Areas Designation (CAD)* from DDES **before** applying to the Health Department for Preliminary Health Department Approval. For more information about a CAD, call 206-296-6600.
5. A fire district receipt, obtained from and completed by the local fire district, which will serve the short plat. *1 copy*
 6. Proof that the existing lot or lots encompassed by the short plat application are recognized as legally created lots under KCC 19A.08.070. (Documentation can often be provided by a Title company.) *1 copy*
 7. A Critical Areas affidavit, if critical areas are present on the site (e.g., wetlands, streams, rivers, lakes, ponds, steep slopes, landslide hazard, floodplain, coal mine hazard). *1 copy*
 8. A completed environmental checklist, if required by the State Environmental Policy Act (SEPA) and KCC chapter 20.44. *1 copy*
 9. A list of any permits or decisions applicable to the short plat proposal that have been obtained before filing the short plat application, or that are pending before the County or any other governmental entity. *1 copy*
 10. Certificate of Transportation Concurrency from the King County Department of Transportation, if the proposed short plat is located outside the Urban Growth Area designated by King County. *1 copy*
 11. Certificate of future connection from the appropriate water purveyor for a proposed short plat located within the Urban Growth Area, if the short plat is proposed to be served by a group B water system. (Note: The requirements of KCC 13.24.140 must be met.) *1 copy*
 12. All drainage plans and documentation required by the King County Surface Water Design Manual, including a preliminary drainage plan that is consistent with the Surface Water Design Manual. *2 copies*
 13. Current King County Assessor maps for the subject property and the surrounding properties lying within 500 feet. *1 copy*
 14. Legal description of the site. *1 copy*
 15. Variances obtained or required under KCC Title 21A to the extent known at the date of application. *1 copy*
 16. A title report issued within thirty days of the filing of the short plat application which includes a legal description of the exterior boundary of the short plat application site, a listing of all persons having an ownership interest in the site, and a listing of all encumbrances affecting the site. *1 copy*
 17. Plat Density and Dimensions Worksheet. *1 copy*

18. A site plan of the proposed short plat prepared by a licensed land surveyor, showing the following 6 copies:
- Location of all physical and legal description encroachments affecting the boundary between the application site and the adjoining parcels. Encroachments may be from the application site onto the adjoining parcels or from the adjoining parcels onto the application site.
 - Contours based upon a topographic field survey. For land inside the Urban Growth Boundary, contour intervals shall be at two-foot intervals when slopes are fifteen percent or less, and five-foot intervals for slopes exceeding fifteen percent. The site plan shall contain notes indicating the contours are based upon a topographic field survey. A field topographic base map shall also accompany the application. If approved by DDES, a field survey may be waived for large areas of open space or extensive Critical Area tracts. Two temporary benchmarks must be shown within the application site along with the appropriate elevation and datum.
 - A legal description of the application site as shown in the title report
 - The proposed layout of lots, tracts, right-of-way and easements, along with existing utilities and areas of proposed dedications
 - The purpose of any tracts and dedications proposed within the application site
 - All easements listed in the title report that are capable of being plotted on the map
 - Field-verified survey of the location of all known Critical Areas including, but not limited to, streams, wetlands and steep slopes that may affect the proposal. Show the approximate one hundred-year floodplain of Critical Areas, where applicable.
 - North arrow, scale, and the date of the map
 - Location of adjoining parcels and buildings within one hundred feet of the site shall be shown and delineated by dashed lines. The zoning of the parcels shall also be identified.
 - Name and location of all existing adjoining road right-of-way along with the name and location of any adjoining or internal right-of-way proposed to be vacated with the proposal
 - A vicinity map.

At the *Application Review Meeting*, County staff will advise the applicant of any deficiencies with the application documents, so that the deficiencies can be corrected prior to the submittal of the actual short plat application for review. County staff will also make a field visit to the site prior to the *Application Review Meeting*, and as a result, new issues or issues that were raised at the *Pre-Application/Feasibility Meeting* (Step 2) may be discussed further at the *Application Review Meeting*.

Written requests for scheduling an *Application Review Meeting* must be submitted in person to Ms. Marci Gunnell (206-296-7059), and may be made after Steps 1 and 2 above are completed. Please complete the attached *Short Plat Meeting Request Form* and submit it to Ms. Gunnell, along with the required copies of the above-noted documents. **Review fees will be charged for the *Application Review Meeting*.** Note that Steps 1–3 must be completed prior to submitting a short plat application.

Fees

DDES charges an hourly review fee for Steps 2 and 3 above; there is no charge for Step 1. The review fees include an hourly fee for each staff member involved in research, meetings, and any post-meeting follow-up work. While actual review fees will vary, it is anticipated that the total fee for the *Pre-Application/Feasibility Meeting* (Step 2) will be approximately \$3,000, and the total fee for the *Application Review Meeting* (Step 3) will be approximately \$6,000. An advance deposit of \$383 will be required to schedule both the *Pre-Application/Feasibility Meeting* (Step 2), and the *Application Review Meeting* (Step 3).

Note that at the *Application Review Meeting*, County staff will provide a fee estimate of DDES fees for the review of the short plat application from submittal (following Steps 1–3 above) through preliminary short plat approval.

Scheduling Short Plat Meetings

To schedule a short plat *Informational Meeting (Step 1)*: Contact Ms. Marci Gunnell at (206-296-7059). No fees are charged for this meeting, and no documents are required to be submitted. Individuals should first research basic information about a parcel of property they are considering for a short plat application (e.g., zoning, Urban/Rural designation, means of access, etc.), before scheduling an Informational Meeting. This basic information can be obtained from a Land Use Coordinator at the DDES Permit Service Center.

To schedule a short plat *Pre-Application/Feasibility Meeting (Step 2)*: Complete the Short Plat Meeting Request Form on page 5, and prepare 6 copies of the documents noted above that are required for this meeting. Contact Ms. Marci Gunnell at 206-296-7059 to submit your meeting request, the required documents, and an advance deposit of \$383. These materials must be submitted in person.

To schedule a short plat *Application Review Meeting (Step 3)*, complete the Short Plat Meeting Request Form on page 5, and prepare the specified number of copies of the documents noted above that are required for this meeting. Contact Ms. Marci Gunnell at 206-296-7059 to submit your meeting request, the required documents, and an advance deposit of \$383. These materials must be submitted in person.

It is important to note that an applicant and his/her professional representative must attend all three meetings described above (Steps 1 – 3). *Informational Meetings* (Step 1) may be scheduled in advance or handled on a walk-in basis, though delays may occur in conducting this meeting if staff are not immediately available. Requests for *Pre-Application/Feasibility Meetings* (Step 2) and *Application Review Meetings* (Step 3) must be submitted in person. Appointment times to submit meeting requests and related materials may be scheduled in advance or handled on a walk-in basis, though delays may occur if staff are not immediately available. To submit meeting requests, please contact Ms. Marci Gunnell at 206-296-7059 or at the address below.

**Department of Development and Environmental Services
DDES Permit Service Center
900 Oakesdale Avenue Southwest
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Pre-application meetings will be scheduled as soon as possible following the submittal of the request, and will be held within 30 days of the request. The applicant will be contacted via telephone regarding a date and time for the meeting. DDES will also send out written confirmation of the meeting schedule.

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Short subdivision pre-application meeting request form**To be completed by DDES Staff**☐ Pre-Application/Feasibility Meeting (Step 2)
File No. _____Date Received
(Stamp)☐ Application Review Meeting (Step 3)
File No. _____☐ I am interested in receiving FREE information and design assistance regarding compliance with Green Building and/or Low Impact Development. King County will contact the applicant.**Please print**

Applicant Name		Date
Address		
Phone - -	Fax - -	E-mail
Contact Person		
Address		
Phone - -	Fax - -	E-mail
Project Description		
Other Permits Being Requested, if any		
Project Address/Location		Parcel No(s)
Please indicate if requested meeting is: <input type="checkbox"/> Pre-Application/Feasibility Meeting (Step 2) <input type="checkbox"/> Application Review Meeting (Step 3)		

Check the box(es) regarding issues you wish to discuss:

- ☐ Land Use Permit Issues: Subdivision / CUP / Variances / Reasonable Use / PAUE
- ☐ Site Issues: Zoning / Setbacks / Density / Subdivision Design / Landscaping
- ☐ Site Issues: Traffic / Road Access / Road Improvement / Road Variances
- ☐ Site Issues: Drainage / Site Development / SWDM Variances & Adjustments
- ☐ Shoreline Issues: Substantial Development Permit / Permitted Uses / Shoreline Setbacks
- ☐ SEPA Issues: SEPA Checklist / Off-Site Improvements / Mitigation
- ☐ Wetland/Stream Issues: Buffers / Building Setbacks / Flood Plains / Mitigation
- ☐ Geotechnical Issues: Steep Slope / Landslide / Seismic / Coal Mine / Erosion
- ☐ Clearing/Grading Issues: Site Development / Clearing Restrictions / Site Restoration
- ☐ Health Issues: Sewer / Septic / Water / Groundwater/Noise Impacts
- ☐ Other (Specify): _____

Please indicate the numbers and types of representatives that will be at the meeting from your design team:

Will Attend	Will Not Attend		Will Attend	Will Not Attend		Will Attend	Will Not Attend	
<input type="checkbox"/>	<input type="checkbox"/>	Civil Engineer	<input type="checkbox"/>	<input type="checkbox"/>	Geotechnical Consultant	<input type="checkbox"/>	<input type="checkbox"/>	Legal Consultant
<input type="checkbox"/>	<input type="checkbox"/>	Surveyor	<input type="checkbox"/>	<input type="checkbox"/>	Wetlands Consultant	<input type="checkbox"/>	<input type="checkbox"/>	Real Estate Agent
<input type="checkbox"/>	<input type="checkbox"/>	Architect	<input type="checkbox"/>	<input type="checkbox"/>	Landscape Architect	<input type="checkbox"/>	<input type="checkbox"/>	Others: _____

Total Number Attending _____

I certify that I am the applicant for this pre-application meeting request and I understand that DDES will assess hourly review fees for each DDES staff member involved in pre-application research, meetings and post-meeting follow-up work, and that I assume financial responsibility for all fees associated with this request.

Applicant's signature

Note: An advance deposit of \$383 is required to schedule a Pre-Application/Feasibility Meeting or an Application Review Meeting. Make checks payable to the King County Office of Finance.

If you have any questions about your meeting, please contact Marci Gunnell (206-296-7059), Trishah Bull (206-296-6758), or Lanny Henoeh (206-296-6632).

Check out the DDES Web site at www.kingcounty.gov/permits